



CAPPS Recruit Update: Fluid and Release 20B

HR User Group

June 2020

Agenda

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CAPPS Recruit Fluid

Fluid Recruiting has arrived:

- **New modern look and feel**
- **Does not require Flash**
- **Mobile-responsive interface**
- **More features being released through quarterly updates**

CAPPS Recruit Fluid Release 20A

CAPPS Recruit production is on release 20A:

- Fluid deployed in production on May 21
- Fluid Recruiting link
- Features include most functions a manager uses
- SR 17048 included scripts for the current CAPPS Recruit release 20A

The screenshot displays the CAPPS Recruiting interface. At the top, the CAPPS logo is on the left, and navigation links for Home, Resources, Talent Grid, and Sign Out are on the right. Below this is a blue header bar with a home icon, the text 'Recruiting', and 'Oracle Business Intelligence'. The main content area is divided into two sections. On the left, a sidebar contains 'Centers' (Recruiting, Oracle Business Intelligence) and 'Quick Access' (Onboarding (Transitions), Requisitions, Candidates, Fluid Recruiting). A red arrow points to the 'Fluid Recruiting' link. The right section, titled 'Welcome to CAPPS Recruiting!', contains introductory text and a 'TALEOPOWERED' logo at the bottom right.

capps
Centralized Accounting and Payroll/Personnel System

Home | Resources | Talent Grid | Sign Out

Recruiting Oracle Business Intelligence

Centers
Recruiting
Oracle Business Intelligence

Quick Access
Onboarding (Transitions)
Requisitions
Candidates
Fluid Recruiting

Welcome to CAPPS Recruiting!

This is the CAPPS Recruiting Welcome Center. Use the menu bar above or the links in the Centers section on the left to navigate. You can also jump directly to related processes by clicking the Quick Access links on the left.

Additional resources are available in the top right corner of the screen.

As you navigate through CAPPS Recruiting, remember that you can always click "Home" at the top of the screen in order to return to the Welcome Center.

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CAPPS Recruit Fluid Release 20A

Currently, when you select the **Fluid Recruiting** link, it routes you to the **Requisitions** page.

The screenshot displays the CAPPS Requisitions page. The top navigation bar includes links for HOME, REQUISITIONS, SUBMISSIONS, and OFFERS. A search bar with the text "Find submission" and a magnifying glass icon is located in the top right corner. Below the navigation bar, the breadcrumb "You are here > Requisition List" is visible. A "Create Requisition" button is located in the top right corner of the main content area.

The left sidebar contains the "Filters" section, which includes a "Show requisitions:" dropdown menu set to "I own" and a checkbox for "Include inactive requisitions". Below this is the "Status Details" section, which lists various requisition statuses: Draft, Pending, On Hold, Approved, Ready, Scheduled, Posted, Unposted, and Expired. The "Requisition Info" section includes input fields for "Requisition Title", "Requisition ID", and "Hiring Manager".

The main content area displays a table titled "Requisitions (0)". The table has columns for "Requisition Title", "Requisition ID", "Hiring Manager", "Recruiter", and "Status Detail". The table is currently empty, displaying "No data to display." Below the table, the pagination information shows "Page 1 (0 of 0 items)" and navigation buttons for previous, next, and first/last page.

CAPPS Recruit Fluid Release 20B

CAPPS Recruit S01 is on release 20B:

- Many new features in Fluid
- Recruiting, Requisitions, and Submissions links now go to Fluid
- Legacy Recruiting link now goes to Flex (Flash-based) Recruiting
- Includes most features a recruiter uses

The screenshot shows the CAPPS Recruiting interface. At the top, the CAPPS logo is on the left, and navigation links (Home, Resources, Talent Grid, Sign Out) are on the right. Below the logo, a blue header bar contains a home icon, the word 'Recruiting', and 'Oracle Business Intelligence'. On the left side, there is a 'Centers' section with 'Recruiting' and 'Oracle Business Intelligence' links, and a 'Quick Access' section with 'Legacy Recruiting', 'Onboarding (Transitions)', 'Requisitions', and 'Submissions' links. The 'Legacy Recruiting' link is highlighted with a red box. Red arrows point from the 'Recruiting', 'Requisitions', and 'Submissions' links to the word 'Fluid' in red text. The main content area on the right says 'Welcome to CAPPS Recruiting!' and provides instructions on how to navigate the system. The TALEOPOWERED logo is in the bottom right corner.

CAPPS Recruit Fluid Release 20B

Select the **Recruiting** tab to routed to the **Recruiting Center** page. This is similar to the page in Flex/Legacy Recruiting.

The screenshot displays the CAPPS Recruiting Center dashboard. At the top, there's a navigation bar with the CAPPS logo, a search bar for candidates, and a user profile dropdown. Below this is a tabbed interface with 'RECRUITING' selected. The main content area includes a welcome message, a 'Refresh All' button, and several data panels:

- Candidates:** A table showing submission counts.
- Job Requisitions:** A table showing the number of open requisitions.
- Onboarding New Hires:** A table showing the status of new hires.
- Offers:** A table showing the status of job offers.
- Tasks:** A detailed list of tasks categorized by Recruiting, Requisitions, Candidates, Offers, and Onboarding.

Candidates		
		Total
Active submissions	0	11
ACE	0	11
Manually Matched	0	4

Job Requisitions		
		Total
Open	0	9

Onboarding New Hires		
		Total
In Progress		17
Future Start Date		0
Past Start Date		17
Delayed		17

Offers		
		Total
Approval in Progress (Since Apr 1, 2020)	0	2

Tasks		
Recruiting		
Assigned to me	13	14
Requisitions		
Configure requisition sourcing	5	6
Candidates		
Confirm Employee Presence	5	5
Offers		
Finalize Start Date	1	1
Approve Offer	1	1
Extend Offer	1	1
Onboarding		
Due Today		0
Overdue		0
My Opened Tasks		0

Current Requisition Functionality in 20A

- Requisition List
- Requisition Details
- Edit Requisition Fields
- Create Requisition via Template
- Duplicate Requisition
- Submit Requisition for Approval
- Post Requisition to Career Section
- Prescreening (ACE) Alerts
- Edit Posting Fields (Internal & External Descriptions)
- View and Upload Requisition Attachments
- Add/Remove Prescreening Questions
- Specify information in the Screening section
- Actions (Cancel, Delete, Put on hold, reactivate, reopen)
- Save as Open
- Manually Fill
- View History
- Approve in Fluid
- Amend or terminate requisition approval process

Future Requisition Functionality in 20B

- Job Description/Qualifications Copy From feature
- Create/Edit Requisition Specific Questions
- Diagnostics while Creating/Editing Requisitions (Inspect)
- Configurable Requisition List Formats
- Print Requisitions
- New submission indicator on Requisition List

Current Submission and General Profile Functionality in 20A

- Submission List
- Submission Details
- Submission History
- Configurable lists
- Create New Submissions
- View and Edit Submissions
- View General Profile
- Upload, Preview, Download Attachments
- Add Comments
- Send Correspondence
- General Profile History
- View screening results
- Create a new Candidate General Profile
- Bypass mandatory selection steps
- Reset a submission's CSW
- Send template or new correspondence while changing step/status

Future Submission and General Profile Functionality in 20B

- Advanced filters for Submission
- Preview Candidate/Submission Attachments from the List
- Print Submissions and General Profiles
- Download Submissions and General Profiles to Excel
- Apply and Continue in Bulk CSW actions
- Start Onboarding Process while changing Step/Status

Current Offer Functionality in 20A

- View, Create, and Edit Offer
- Highlight Offer Differences
- Create & Edit Offer Letter
- Update Start Date & Expiration Date
- Extend Offer Verbally or via Advanced EOffer, Email, or Printed Letter
- Request Offer Approval
- Approve in Fluid
- Send Offer via Email or Printed Letter
- Capture the candidate response
- View and attach a file to an offer
- Amend or terminate Offer approval process
- Rescind or cancel an offer

Future Offer Functionality in 20B

- Advanced filters for offer

Current Action Functionality in 20A

- Submission Disposition
- Candidate Correspondence
- Comments
- Batch Actions
- Quick Search
- Manually link one or several candidates to requisitions
- Revert a Submission's Step and Status
- Start/Cancel a submission's Onboarding Process
- Show all configured list formats

Future Functionality in 20B

Navigation:

- New menu design
- Fluid Recruiting is renamed Recruiting
- Flash-based Recruiting Center is renamed Legacy Recruiting
- Fluid is positioned as the primary application

Recruiting:

- View Center Stage
- Task Management

Schedule

User Acceptance Testing: CAPPs Recruit S01
(<https://s01capps.taleo.net>) until go-live

Go-live: July 14, 2020

SR 21464 – Upgrade CAPPs Recruit to Release 20B
(Test cases will be attached for reference)

Contact SFS.security@cpa.texas.gov for log-in assistance
with CAPPs Recruit S01.

Known Bugs in Fluid

SR 21359 – Fluid Recruiting Correspondence Error:

- Workaround – Complete in Flex/Legacy Recruiting or send correspondence/offer from scratch (no template) in Fluid
- Will be resolved in a maintenance pack this summer

SR 21360 – Fluid Recruiting Offer Approval Decisions:

- Workaround – Complete in Flex/Legacy Recruiting, possible temporary business process change, change management if needed

SR 21362 – Fluid Recruiting – View Other Attachments:

- Workaround – Complete in Flex/Legacy Recruiting

SR 21364 – Fluid Recruiting: Create Offer after Rescinding:

- Workaround – Complete in Flex/Legacy Recruiting

Functionality in Flex/Legacy Recruiting

Access Flex/Legacy Recruiting for:

- Sending Approval Reminders for Requisitions and Offers
- Prevent/Allow Posting
- Personalizing a list format
- Self-Assigned Tasks

Access Onboarding (Transitions) for:

- Onboarding process activities

Future Fluid Functionality

Future Fluid functionality for the remainder of 2020 is expected to include (subject to change):

- Quick Search improvements
- Personalized List Formats
- Task management improvements
- Flex/Legacy Recruiting retiring after 2020



Thank you!

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